



**DEPARTMENT OF CORRECTIONS
MONTANA STATE PRISON
OPERATIONAL PROCEDURE**

Procedure No.: MSP 3.1.101	Subject: INMATE DRIVING PERMITS, DRIVERS LICENSES, & STATE I.D.		
Reference: DOC Policy No. 1.3.49		Page 1 of 7 and 4 attachments	
Effective Date: October 5, 1998		Revision Date: new effective date: November 18, 2008	
Signature / Title: /s/ Mike Mahoney / Warden			
Signature / Title: /s/ Gayle M. Lambert / MCE Administrator			

I. PURPOSE

To allow inmates with authorized facility driving permits to operate state vehicles and/or equipment, and provide a mechanism for inmates to receive their State of Montana Driver's License or a State of Montana Identification Card prior to their parole or discharge date.

II. DEFINITIONS

Department of Corrections Identification Card - a picture identification card, given to inmates upon their release or discharge from MSP that they can utilize to obtain a Montana State Identification Card and birth certificate.

State of Montana Identification card - a picture identification card, issued to inmates in conjunction with the Motor Vehicle Division.

Unrestricted driving permit - a green colored driving permit issued to an inmate that has a valid Montana driver's license that authorizes him/her to drive motorized vehicles and self propelled equipment.

Restricted driving permit – motorized vehicles and self propelled equipment is a red colored driving permit issued to an inmate that does not have a valid Montana driver's license, which authorizes him/her to drive motorized vehicles and self-propelled equipment for a designated period of time.

Restricted driving permit - Self-propelled equipment only - a goldenrod colored driving permit issued to an inmate that does not have valid Montana driver's license, authorizing him/her to operate only self-propelled equipment for a designated period of time.

Motorized vehicle - a passenger vehicle, medium or large truck.

Driver's License Coordinator (DLC) - the MCE staff member that oversees the MCE Driver Licensing and Permit Program, and meets the DMV requirements to administer the class D license written and drive skills test.

IV. PROCEDURES:

A. General Requirements:

1. Inmates are required to have a driving permit to operate motorized vehicles and self-propelled equipment, prior to operation.
2. Driving permits will only be issued to inmates that need driving privileges to perform their work assignment duties, as determined by their supervisor.
3. Driving permits must be carried by the inmate at all times while operating motorized vehicles and self-propelled equipment.

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4. Inmates that are approved for a restricted driving permit must agree, in writing, to begin the Montana Class D driver's license process.
 5. Inmates who are obtaining a Montana driver's license, and are under the direct supervision of the DLC, are not required to have an inmate driving permit.
- B. MSP/MCE Inmate Driver Permit Information and Authorization Process:
1. When a work crew supervisor wants an inmate on their work crew to be issued an Inmate Driving Permit, they must complete *Section A of an MSP/MCE Inmate Driving Permit / License Request form (attachment A)*. The supervisor must document the justification for the Permit request and both the inmate and supervisor must sign the form. The supervisor will then forward the form to the DLC.
 2. The DLC will perform a National Driver Records (NDR) check and complete *Section B of the MSP/MCE Inmate Driving Permit / License Request form (attachment A)* and will then forward the form to the Unit Management Team (UMT). The information entered in section B will be used to determine the type of driving permit that may be issued, and any driving restrictions the inmate has. In addition, the DLC will provide:
 - a. Results from the NDR check.
 - b. Status of Montana driver's license, if applicable.
 - c. Driver's license information, such as number, type of license, endorsements, and expiration date. If the inmate's license number is his social security number then it will not be entered on the permit, as this is confidential information.
 - d. Court order from sentencing judge, if applicable, restricting possession of a driver's license.
 - e. The DLC will assist inmates in development of an action plan to work on payment of fines and fees and removing revocations so they can work toward obtaining a valid Montana driver's license.
 3. The Unit Management Team (UMT) will complete *Section C of the MSP/MCE Inmate Driving Permit / License Request form (attachment A)* and forward it to the DLC within five working days of receipt. The UMT must document the following:
 - a. The inmate's custody level and all fence restrictions.
 - b. The inmates escape history.
 - c. Special circumstances or other applicable concerns.
 4. The DLC will review the information provided by the UMT. If the permit is approved, the DLC will complete *Section E of the MSP/MCE Inmate Driving Permit / License Request form (attachment A)* and finalize the process by entering the permit information into a database and making the appropriate permit.
 5. If the MCE Administrator or Fiscal Director disagrees with the approval/disapproval of an inmate driving permit request by the UMT, the request may be sent to the Technical Correctional Services Bureau Chief for resolution.
 6. The following lists examples of when driving permits may be issued:
 - a. If it is determined that an inmate has never driven, or hasn't driven a vehicle for an excessive amount of years, the DLC will require an evaluation of the inmate's driving ability be conducted before a permit will be issued. The DLC will document the driving evaluation, and recommendations will be based on the evaluation.
 - b. An inmate with a valid Montana driver's license may be issued an *unrestricted driving permit*.

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- c. *Restricted driving permits* may be issued when an inmate has:
- A valid out of state driver's license.
 - An expired driver's license from any state.
 - A suspended or revoked driver's license with fines or fees due.
 - Other driver's record problems

These out of state license(s) must be on file in the inmate's main file and the inmate must inform the DLC of the particular circumstance.

7. Driving permits will not be issued to inmates that have a court order to not operate a motor vehicle while incarcerated.
8. Inmates must have the fork lift safety training endorsement box checked on their driving permit prior to being authorized to operate a fork lift, regardless of the permit's color.
9. An inmate approved for a restricted permit, by signing the permit/license form, is agreeing to begin working on his/her driver record problems and work toward obtaining a Montana State Driver License as soon as possible. All inmates must meet this requirement to be issued a restricted permit.

C. Inmate Drivers Permit Maintenance and Renewals:

1. Maintenance

- a. The DLC will maintain a database listing of all inmate driving permits.
- b. The DLC will send updated versions of the master listing to each living unit and work supervisor at the end of each month.
- c. The DLC will maintain a record of each inmate driver request form and related information regarding payment of fees and fines, action taken on resolving driving issues, and any other applicable information.
- d. The DLC will work with the MCE Office Manager to deduct fees and fines from inmate wages, when approved.

2. Driving Permit Renewals

- a. Renewals of inmate driving permits are not automatic. It is the responsibility of the work crew supervisor and inmate to submit a request for renewal to the DLC at least two weeks prior of the expiration date.
- b. The DLC will use *Section E of the MSP / MCE Inmate Driving Permit / License Request form (attachment A)* to document renewal information and then update the database.
- c. The review of inmate driving permits must include checking the inmate's progress on their action plan which includes:
 1. Clearing his driving record problems.
 2. Paying his fines.
- d. When an inmate is removed from his job assignment or is leaving the facility he must surrender his driver's permit to housing unit staff. Unit staff will return the permit to the DLC who will update the records and destroy the permit.
- e. Inmate's who have had their job assignments changed will not be required to forfeit their permit, but the new supervisor will contact the DLC who will update the database.

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D. Inmate Drivers Permit Seizure and Revocation:

1. If an inmate is involved in an accident, commits an unsafe/careless driving act, or is involved in an unauthorized driving activity, staff will seize his/her driving permit pending the outcome of an investigation and/or a disciplinary hearing.
2. If the seized permit is revoked unit staff will forward it to the DLC who will update the database.

E. Montana Driver's License Process (Class D original license):

1. Before an inmate is assigned to a job that requires him/her to drive on public roads, UMT staff must contact the DLC, who will perform a current NDR check and ensure a valid Montana driver's license is in the inmate's main record file.
2. Inmates are encouraged to obtain a Montana Class D driver's license prior to parole or discharge. The inmate can initiate this process by following these procedures:
 - a. The requesting inmate must obtain an *MCE Driver Licensing Program Application form (attachment B)* from UMT staff or the DLC.
 - b. The inmate will fill out the form and forward it to the DLC.
3. If a current NDR check is not on file the DLC will perform an NDR check.
4. The DLC will review and transfer the information from the application to an *MCE Inmate Driving Permit / License Request form (Attachment A)* and send the form to the UMT.
5. UMT staff will review the inmate's files and complete *Section C of the MSP / MCE Inmate Driving Permit / License Request form (attachment A)*. In reviewing the inmate's file UMT staff will look for the following:
 - a. A double fence restriction that restricts the inmate from going outside the double fence (the written and drive test are conducted outside the double fence).
 - b. Other information they believe is pertinent to denying the request for the inmate to obtain his/her driver's license.
6. The DLC will check on the inmate's eligibility and costs involved in getting the license(s). If the inmate meets the eligibility requirements the DLC will provide the inmate with information on what he/she needs to do to obtain or reinstate their license and how much it will cost. All costs of license, renewals, fines, restitutions, judgments, etc. are the responsibility of the inmate.
7. MDIU and high security inmates are excluded from obtaining a class D original license. Inmates at these locations can get a valid Montana State Driver License renewed or replaced, or get a valid out of state license transferred, by sending a *Driver Licensing Program Application form (attachment B)* to the DLC.
8. The DLC will assist approved inmates with information as needed.
 - a. The inmate will work with the DLC to obtain the necessary self-study materials and practice tests for the Class D license written and driver skills test.
 - b. The inmate must notify the DLC when he/she is ready to take the driver's examination, and send an inmate money transfer made out to Montana Driver's Services to pay the fees.
 - c. The DLC will administer the Montana driver's license exam and drive test on site for regular Class D Montana driver's license requests. The DLC will make arrangements for the Department of Motor Vehicles (DMV) Driver's Examiner to come to the facility and take the necessary photographs and finish the paperwork to complete the process.
 - d. The DLC will process all driver license requests in coordination with the DMV.

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- e. If the DLC receives the inmate's Montana driver's license from the DMV he/she must deliver it to the Records Department where it will be placed and kept in the Record's file on the inmate. Inmates are not allowed to have a driver's license in their possession. The DLC will notify the inmate that their driver's license is in the Record's file.
- f. The DLC will deliver all drivers license documentation he/she receives (including proof of identity, social security card, and original receipts) to the Records Department where it will be placed and kept in the Record's file on the inmate. No original documentation will be given to the inmate.
- g. Generally, the cost of the licensing process, including the lifting of a suspension, revocation fees, and any costs associated with the type of license being obtained are the responsibility of the inmate.

F. Commercial Truck Driver Training to obtain Commercial Driver License (CDL) program requirements:

1. A minimum custody inmate with no fence restriction and a valid Montana State class D original driver's license on file in the Records department may be allowed to get it upgraded to a CDL, but only when program resources permit or his work assignment driving duties require one.
2. Practice, training, and testing must be directly supervised by an MSP or MCE staff member with a valid CDL.
3. Testing and training for a CDL is done off site; therefore prior to escorting any inmate off prison property for training or testing, the supervising staff member must complete a *Temporary Leave Request for an Inmate to Train and Test for a CDL form* (see attachment C), containing the details on the upcoming training and testing, take it to the Unit Manager (or designee) for approval and signing.

G. MSP/MCE Supervisor Responsibilities:

1. It is the responsibility of work crew supervisors to ensure that all inmates on their work crew who are allowed to operate motorized vehicles and self-propelled equipment have the proper driving permit.
2. Supervisors must continually monitor the operating condition and use of vehicles and/or equipment they assign to an inmate to complete his/her duties.
3. Supervisors must ensure that each inmate on their work crew who is allowed to operate equipment is properly trained on the use of the equipment before he/she is allowed to operate it. Supervisors must also have each inmate sign a copy of the MSP/MCE safety rules. A copy of the signed safety rules will be given to the inmate and another copy must be retained in the MCE inmate master file.

H. Inmate Responsibilities:

1. Inmates assigned to operate a motorized vehicle or self-propelled equipment will ensure they are familiar with the proper operation of the vehicle and/or equipment.
2. If an inmate loses or misplaces his driving permit he must immediately report the loss to his supervisor. The fee for replacement of a lost driving permit is \$2.00.
3. Inmates must ensure that they have a current issued driving permit in their possession at all times while operating a motorized vehicle or self-propelled equipment.

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I. Identification Card Procedures

1. Admissions staff make a facility inmate ID card for each inmate with the word **INMATE** written across its face that facility staff utilize for inmate counts, movement procedures, and identifying the inmate throughout their stay at the facility (*see MSP 3.1.107, Inmate ID Cards*).
2. Admissions staff will also make a photo identification card for each inmate that doesn't have the word **INMATE** written on it. This ID card will be kept in the Records file on the inmate and will be used as a primary document to obtain a Montana State ID card when the inmate is getting close to release, or if an inmate has to obtain a State ID on his own after he is released.
 - a. Inmates will fill out a *Drivers Licensing Program Application form* (*see attachment B*) to the DLC requesting a Montana State Identification card.
 - b. The Department of Justice (DOJ) requires one primary form of identification and one secondary form of identification or two primary forms of identification documents in order to obtain a Montana State ID card. See *attachment D* for primary and secondary forms of identification.
Primary forms of identification are:
 - 1) The Department of Corrections (DOC) identification card.
 - 2) The inmate's Social Security card located in the Record's file on the inmate. If the Record's file doesn't contain the inmate's social security card, the DLC or designee will work with the Social Security Administration to apply for a duplicate card.
 - 3) A certified copy of the inmate's birth certificate.
 - c. The DLC will work with inmates who are requesting identification cards to obtain all pertinent documentation.
 - 1) The DLC will look in the Record's file on the inmate for the needed documentation.
 - 2) Depending on the documentation found in the Record's file, the DLC will assist the inmate in obtaining the needed documentation (social security cards and/or birth certificates).
 - 3) The DLC will make the proper arrangements for a Department of Motor Vehicle (DMV) Driver Examiner to come to MSP one day per month to take necessary photographs and complete the process for Montana State ID cards.
 - 4) DOC Information Technology staff will run a list quarterly of all inmates who will be parole eligible or have a discharge date within two years. The process will begin on these inmates by reviewing their main file in the Records department for needed documentation. The process for a valid Montana driver's license or identification card will start with this list.
 - 5) If an inmate is to be leaving the facility within six months the facility Institutional Probation and Parole Officer will determine that an inmate requires immediate attention. The process will begin immediately for these inmates. If an inmate does not get all needed documentation prior to release from the facility, a process is set up through DMV where they can obtain their identification card directly.
 - 6) The Montana State identification card is valid for a period of four years.

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- 7) The Montana Identification card will be placed in the inmate's file until release.

IV. CLOSING

Questions concerning this operational procedure will be directed to the Warden or MCE Administrator.

V. ATTACHMENTS

MSP/MCE Driver's Permit / License Request form	attachment A
Driver Licensing Program Application form	attachment B
Temporary Leave Request for an Inmate to Train and Test for a CDL form	attachment C
Primary and secondary forms of identification list	attachment D

MSP/MCE Driving Permit / License Request

Section A – To Be Completed by MSP/MCE Supervisor and Inmate				PLEASE PRINT		
DOC ID	Inmate's Name (Last, First, Middle)	Inmate's MSP Assignment	Unit	Request Date		
Request Justification						
NOTE: Any inmate issued an MSP/MCE Inmate Driving Permit must have — or be working toward obtaining — a valid state driver license						
MSP/MCE Supervisor's Signature			Inmate's Signature			
REQUIRED ONLY FOR INMATE DRIVING PERMITS			REQUIRED ONLY FOR INMATE DRIVING PERMITS			
Section B – ACIS and NDR Check – To Be Completed by MCE Driver License Coordinator				PLEASE PRINT		
INMATE'S STATUS AND DESCRIPTION	Date of Birth	Place of Birth	Race	Eye Color	Hair Color	Weight
	Height	Build	Parole Eligibility Date	Discharge Date	Unit	Custody
<input type="checkbox"/> No record found MT license number: _____			<input type="checkbox"/> MT license Suspended Lifts ____/____/____			
<input type="checkbox"/> MT license record only or MT ID card only			<input type="checkbox"/> MT license Revoked (must retest)			
<input type="checkbox"/> MT license Current Class (and Type): _____			<input type="checkbox"/> Reinstatement fee \$ _____			
<input type="checkbox"/> MT license Expired (must retest) Expiration Date: ____/____/____			<input type="checkbox"/> ACT and treatment			
<input type="checkbox"/> Motorcycle endorsement CDL endorsements: _____			<input type="checkbox"/> SR-22 Lifts ____/____/____			
<input type="checkbox"/> PDPS matches (list states): _____						
<input type="checkbox"/> MSP/MCE Unrestricted Driving Permit (Vehicles and Self-Propelled Equipment) GREENrequires valid state driver license						
<input type="checkbox"/> MSP/MCE Restricted Driving Permit (Vehicles and Self-Propelled Equipment) REDmust be working to obtain Montana driver license						
<input type="checkbox"/> MSP/MCE Restricted Driving Permit(ONLY Self-Propelled Equipment) GOLDENRODmust be working to obtain Montana driver license						
MCE Driver License Coordinator's Signature		Date	Other			
			<input type="checkbox"/> Completed MCE Forklift Safety Training			
Section C – To Be Completed by Inmate's Unit Management Team (UMT)				PLEASE PRINT		
<input type="checkbox"/> Single-Fence Approval (Industries Compound)		<input type="checkbox"/> Special Considerations or Justifications				
UMT Authorization	PLEASE FORWARD TO MCE DRIVER LICENSE COORDINATOR					
<input type="checkbox"/> Approved <input type="checkbox"/> Disapprove	Unit Management Team Recommendation:					
Unit Management Team Signature		Unit Management Team Signature		Date		

c: Inmate's MCE driver license file Other: _____

Section D – Request Resolution – If Necessary – To Be Completed by TCS Bureau Chief

TCS Bureau Chief Review and Signature

Date

Comments

Section E – MSP/MCE Inmate Driving Permit Information – To Be Completed by MCE Driver License Coordinator**MSP/MCE Inmate Driving Permit Information**

Inmate's

Name: _____ DOC ID: _____ Unit: _____

Job

Assignment: _____ Requested By: _____ Date: _____

☐ Unrestricted Permit (Vehicles and Equipment)☐ Restricted Permit (Vehicles and Equipment)☐ Restricted Permit (ONLY Self-Propelled Equip.)**RESTRICTIONS**☐ Only Inside Single-Fence Perimeter☐ Other : _____

Permit Number: # _____

Permit Issue Date: ____/____/____

Permit Expiration Date: ____/____/____

MCE Authorized Signature

Date

Comments:

Type of Permit Renewed: ☐ UNRESTRICTED ☐ RESTRICTED ☐ RESTRICTED (Equipment ONLY)

Permit Number: _____ Permit Expiration Date: _____ Restrictions: _____

Permit Issue Date: _____ MCE Authorized Signature: _____ Date: _____

Comments: _____

Type of Permit Renewed: ☐ UNRESTRICTED ☐ RESTRICTED ☐ RESTRICTED (Equipment ONLY)

Permit Number: _____ Permit Expiration Date: _____ Restrictions: _____

Permit Issue Date: _____ MCE Authorized Signature: _____ Date: _____

Comments: _____

Type of Permit Renewed: ☐ UNRESTRICTED ☐ RESTRICTED ☐ RESTRICTED (Equipment ONLY)

Permit Number: _____ Permit Expiration Date: _____ Restrictions: _____

Permit Issue Date: _____ MCE Authorized Signature: _____ Date: _____

Comments: _____



Please Print

Montana Correctional Enterprises Driver Licensing Program Application

If necessary **ask your Case Manager for assistance** completing this Application to be returned to the MCE Driver License Coordinator

DOC ID	Last Name	First Name	Middle Name	Date of Birth
				/ /
Facility	Living Unit	Custody Level	TODAY'S DATE	Parole Eligibility Date
			/ /	/ /
Diploma (circle)		Last Grade	Current Job Assignment	Job Supervisor
High School GED None				
Facility Staff Contact		(If Other than MSP)	Phone and Extension	Fax

In the past 10 years, have you held a valid driver license from any jurisdiction (state) including Montana? If yes, please list all states and what kind of license(s)? If you currently have a valid driver license, when do you think it expires? Attach a *separate* page if necessary:

Has your driver license or privilege to drive ever been suspended, revoked, cancelled, disqualified, or withdrawn by the State of Montana or by another state or jurisdiction for any reason? For example: Do you currently owe any unpaid court-ordered traffic fines, license reinstatement fees, or have an SR-22 special-risk insurance restriction? Or must you complete the ACT DUI Program? If so, briefly explain. Attach a *separate* page if necessary:

Check what you are applying for:	Where were you born (what state)?
<input type="checkbox"/> ONLY a record check of the National Driver Register (NDR) to determine your current driver license status and/or eligibility (no fee).	
<input type="checkbox"/> Birth certificate	\$4.00 to \$30.00 (averages less than \$20) for a certified copy depending on your place of birth. A certified copy of your birth certificate is required, in advance , to obtain a new Montana Class D Original driver license or an out-of-state license Transfer. A certified copy of your birth certificate can also be used to obtain a Montana ID card.
<input type="checkbox"/> Montana ID card	No fee — but requires, in advance, two forms of ID showing proof of identify and date of birth. — For example: ► MT DOC ID card <u>and</u> certified birth certificate or MT DOC ID card <u>and</u> Social Security card or MT DOC ID card <u>and</u> driver license not expired for more than 5 years or MT DOC ID card <u>and</u> state ID card not expired for more than 5 years
<input type="checkbox"/> Social Security card No fee — but requires — in advance — either a currently valid state ID card <u>or</u> a currently valid state driver license.	

Montana Class D noncommercial driver license — To possibly obtain a regular 8-year driver license you must pass a record check of the National Driver Register (NDR) and pay any court-ordered traffic fines, DUI treatment expenses, reinstatement fees, and all license costs in advance.

License Request Type	Cost	Additional Requirements
<input type="checkbox"/> OriginalMontana Class D • If never licensed or license has expired • Must also be in a Low Security Unit	\$40.50	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR). Have at least Medium-Unrestricted (Med. 2) Custody and single-fence clearance. Have or obtain a certified copy of your birth certificate at your expense. Be approved by your Unit Management Team (UMT).
<input type="checkbox"/> RenewalMontana Class D • Any eligible and approved inmate may obtain a valid Montana driver license Renewal or Replacement, or Transfer a current out-of-state license	\$40.50	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR). A valid Montana driver license can be renewed no sooner than 6 months before it expires and no later than 3 months after it expires, without the license holder having to retest. If more than 3 months elapse after your license expires on your birthday, you must retake both the written and driving tests to obtain a new Montana Class D Original noncommercial license. In that event you will also be required to obtain, in advance, a certified copy of your birth certificate at your expense.
<input type="checkbox"/> ReplacementMontana Class D	\$10.00	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR).
<input type="checkbox"/> TransferMontana Class D • Out-of-state license cannot be expired	\$40.50	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR). Your actual valid unexpired out-of-state license must be available and surrendered. Have or obtain a certified copy of your birth certificate at your expense.

Montana commercial driver license — To possibly obtain a 5-year CDL you must pass a record check of the National Driver Register (NDR) and pay any court-ordered traffic fines, DUI treatment expenses, reinstatement fees, and all license costs in advance.

License Request Type	Cost	Additional Requirements
<input type="checkbox"/> Upgrade Montana CDL <ul style="list-style-type: none"> Must be at least 21 years old to obtain a Class A – Type 1 (Interstate) CDL Must also be in a Low Security Unit 	\$50.00	<ul style="list-style-type: none"> First have or obtain a valid Montana driver license to upgrade. Have at least Minimum-Restricted (Min. 1) Custody for outside perimeter. Be within 2 years of parole or discharge. Be approved by your Unit Management Team (UMT). Be approved by the facility Administrative Review Committee (ARC). Have or obtain a current Department of Transportation (DOT) medical certificate/card. Have or obtain a Social Security card for identification purposes.
<input type="checkbox"/> Renewal Montana CDL <ul style="list-style-type: none"> Any eligible and approved inmate may obtain a valid Montana driver license Renewal or Replacement, or Transfer a current out-of-state license 	\$50.50	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR). A valid Montana driver license can be renewed no sooner than <u>6 months before</u> it expires and no later than <u>3 months after</u> it expires, without the license holder having to retest. If more than 3 months elapse after your license expires on your birthday, you must retake both the written and driving tests to obtain a new Montana Class D Original noncommercial license. In that event you will also be required to obtain, in advance, a certified copy of your birth certificate at your expense. Have or obtain a current Department of Transportation (DOT) medical certificate/card.
<input type="checkbox"/> Replacement Montana CDL	\$10.00	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR).
<input type="checkbox"/> Transfer Montana CDL <ul style="list-style-type: none"> Out-of-state license cannot be expired 	\$50.50	<ul style="list-style-type: none"> Pass a record check of the National Driver Register (NDR). Your actual valid unexpired out-of-state CDL must be available and surrendered. Have or obtain a certified copy of your birth certificate at your expense. Have or obtain a current Department of Transportation (DOT) medical certificate/card. Have or obtain a Social Security card for identification purposes.

DO NOT WRITE BELOW THIS LINE

STAFF USE ONLY

National Driver Register (NDR) Check

NDR Check Date / /	Reason for NDR check	DOJ Motor Vehicle Division Contact Person
<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <input type="checkbox"/> No record found MT license number: _____ <input type="checkbox"/> MT license record only or MT ID card only <input type="checkbox"/> MT license Current Class (and Type): _____ <input type="checkbox"/> MT license Expired (must retest) Expiration Date: ____/____/____ <input type="checkbox"/> Motorcycle endorsement CDL endorsements: _____ </div> <div style="width: 48%;"> <input type="checkbox"/> MT license Suspended Lifts ____/____/____ <input type="checkbox"/> MT license Revoked (must retest) <input type="checkbox"/> Reinstatement fee \$ _____ <input type="checkbox"/> ACT and treatment <input type="checkbox"/> SR-22 Lifts ____/____/____ <input type="checkbox"/> PDPS matches (list states): _____ </div> </div>		

Please note Montana county or municipal courts (judges, phone numbers, etc.) that have imposed license restrictions — e.g., any additional information regarding driver license record, habitual traffic offender, alcohol ignition interlock, unpaid traffic fines, etc.

Revised: 04/11/2008

TEMPORARY LEAVE REQUEST

Montana Commercial Driver License (CDL)

Training and Testing

Inmate: _____ DOC ID: _____ Unit: _____ Custody: _____

I, _____, am requesting to escort and supervise the above-named inmate during temporary leave(s) off MSP/MCE property to complete Montana commercial driver license training and testing. The written test will be conducted at the Driver Licensing Station at the Registrar's Office located at the north end of Deer Lodge. No more than two inmates will test at one time. The drive test will be conducted on the highway complex on the south end of Deer Lodge, and between the Deer Lodge I-90 Interstate Exits. Driving skills practice will be conducted inside the MCE Industries Compound single-fenced perimeter at MSP, and in the Deer Lodge area from the north edge of Deer Lodge to Race Track. Prior notification will be sent to the Powell County Sheriff's Office. The following time period will apply for practice driving and testing:

Between 0800 & 1600 hrs. _____, 20____, to _____, 20____

Vehicles Used:

MCE Driver Licensing Coordinator

Date

UMT Authorization

☐ Approved

☐ Disapproved

Unit Management Team Comments or Recommendation:

Unit Management Team Signature

Unit Management Team Signature

Date

Comments:

cc: Warden
Rear Guard Station

Associate Wardens
Check Point

Security Major
Vo-Ed Director

TCS Bureau Chief
Unit Mini-File

Command Post
Records file

PRIMARY AND SECONDARY FORMS OF IDENTIFICATION

PROOF OF IDENTITY (LEGAL NAME and AGE) includes AUTHORIZED PRESENCE

PRIMARY DOCUMENTS		A color photo driver license or ID card with color photo, not expired for more than four years, issued by: a state, territory or possession of the U.S.; the District of Columbia; the Commonwealth of Puerto Rico; a province or territory of Canada; or the Federal District of Mexico
		A current U.S. or Canadian-issued instruction or learner's driving permit, or receipt of driver license that contains a photo of the applicant and a DOB
	A	A certified copy of a birth certificate issued by a government bureau of vital statistics or board of health of a state, territory or possession of the U.S., the District of Columbia, or the commonwealth of Puerto Rico or a province or territory of Canada, or a report of a birth abroad of a U.S. Citizen issued by the US department of state or a US Embassy
	A	An original or certified copy of a birth certificate issued by a U.S. or Canadian jurisdiction
	A	A valid un-expired passport issued by the U.S. State Department or Canadian jurisdiction
		A valid, un-expired passport issued by a jurisdiction other than the U.S. or Canadian Government
	A	WITH an attached U.S. Immigration and Naturalization Service (INS) record of arrival and departure (form 1-94) (same name with an un-expired endorsement of the alien's nonimmigrant status) OR an unexpired resident alien I-551 stamp
		An emergency identification photo issued & certified by the driver licensing authority of a U.S. or Canadian jurisdiction that includes the applicant's name & DOB.
	A	A valid, unexpired certificate of naturalization (form N-550, N-570, N-578)
	A	A valid, unexpired certificate of citizenship (form N-560, N-561 N-645)
	A	A valid, unexpired Northern Mariana card (form-1-551) with "Northern Mariana" imprinted instead of "resident alien"
	A	A valid, unexpired American Indian card (form 1-551) with "American Indian" imprinted instead of "resident alien"
	A	A valid, unexpired U.S. Citizen identification card (form 1-179 or 1-197)
	A	A valid, unexpired Resident alien card (form 1-551)
	A	A valid, unexpired temporary resident identification card (form 1-688)
	A	A valid, unexpired U.S. re-entry permit (form 1-327)
	A	A valid, unexpired refugee travel document (form 1-571)
	A	A valid, unexpired employment authorization card (form-1-688A, 1-688B or 1-766)
	A	A valid, unexpired record of arrival and departure, stamped "refugee" (form1-94) without a valid passport but stamped "refugee" with a photo affixed.
	A	A digital id card issued to the applicant by a Federally recognized Native American Tribe whose reservation is located in MT, that contains a digitized image of the applicant, the applicant's DOB & tribal enrollment number.
		An un-expired U.S. Military identification card (form DD-2) (active duty, reserve or retired personnel or dependant of active duty personnel) that contains a color photo or digitized image of the applicant and the applicant's date of birth.
		A prison inmate identification card issued to the applicant by the Montana Dept of Corrections that contains a photo or digitized image of the applicant & the applicant's DOB & adult offender number.
SECONDARY DOCUMENTS		A second primary document.
		An original US social security card or a Canadian social insurance card
		A certified copy of a marriage certificate or license issued by a government jurisdiction
		A driver license or ID card (U.S. or Canadian) that has expired for more than one year, but not more than five years.
		A current U.S. or Canadian government jurisdiction employee photo identification card
		A U.S. or Canadian driver license or ID card that is current but does not have a color photograph
		A certified copy of a court order of judgment from a U.S or Canadian court of competent jurisdiction containing the applicant's full legal name and date of birth
		Any INS document approved as a primary document but that is not expired for more than one year.
		A certified copy of a birth certificate issued by a jurisdiction other than by a state, territory, or possession of the United States, the District of Columbia, or the Commonwealth of Puerto Rico or a province or territory of Canada.
		Certification of release of discharge issued by the U.S. Department of Defense (DD-214)
		A Medicare, Medicaid, or health insurance card with the applicant's name & individual Medicaid, Medicare or health insurance ID number.
		An un-expired, color photo firearm or concealed weapon permit issued by a chief of police in an organized, full-time police department of the county sheriff in a local jurisdiction within the U.S.
		A current pilot's license issued by the U.S. Department of Transportation, Federal Aviation Administration
		A certified copy of school records or a transcript containing the applicant's full name and date of birth and issued by an elementary, secondary or post-secondary school
		A certificate of completion of a Montana department-approved traffic or driver education course containing the applicant's name and date of birth.
		A current school photo identification card with the student's name and student ID number
		A certified copy, fax or photocopy of a certified copy of the birth certificate of the applicant's child, if the certificate lists the applicant's name and date of birth as parent

A = Accepted as proof of Authorized Presence

